

Spring 2009 GEOG travel courses

How to Register

Baltic: May 1-29

Rhine in 09: May 31-June 30

First Step

- All participants in Group Study Programs must first have academic approval to participate in their selected program
- This is done by the instructor of record as defined on your brochure or an alternate
- Fill out application form available from [Aaron Williams](#).
- When accepted, instructor will notify GSP Office

Admission to the Program

- Next you are advised by email from GSP office you have been accepted
- You will be asked to complete an on-line registration form (you do not need to print it out)
- If you do not have all of the information at this time, it can be updated later – just fill in what you know
- You will be provided a deadline for completing this task in your email
- Keep your email current as we communicate by email!

Completing Program Registration

- Visit GSP office in MacEwan Student Centre in the Centre for International Students and Study Abroad (CISSA) within 48 hours of filling out your on-line forms
- We will review your application with you, print it and you will be asked to sign the forms

Non Refundable Deposit

- Your deposit collected at the time of registration is *non-refundable* (normally \$750)
- This is used to secure your space in the program and will enable us to make deposits on behalf of the program as required

Additional Payments

- You will be provided with a student cost summary, also available on the GSP website, for your program that will detail all of the expenses for the program with deadline dates
- We do our best to remind students but it is your responsibility to ensure all payments are done on time

Air Arrangements

- You are not permitted to make your own arrangements
 - return after course may be different for individual students if requested at time of reservations
- We use group airline tickets to secure space at a reasonable cost for all of our participants
- Do not anticipate that you will be able to use points for your airfare (you may collect them)
- We use a central agent for our arrangements and you will be provided with information on contacting the agent at the appropriate time

Course Registration

- Department approval will be posted for everyone who has paid the deposit
- You will be required to register in *all* classes that are associated with your program
 - Students may choose any combination of 300-level or 500-level courses for each trip; different pre-requisites may apply. Consult the instructor of the course.
- Failure to register or withdrawing from a class after the start of your program but before the add/drop deadline for your Session will result in an additional payment that must be made to the GSP office to offset any lost tuition

Funding

- Your program may qualify for student loan funding: Contact GSP for information before applying for student loan
- If you are considering funding from this source, please complete a paper application and contact our office for a letter confirming participation in your program
- Letters are only provided to registered students who have paid their deposits
- There are other sources of funding available - please check our website

LOOKING FOR FUNDING TO STUDY ABROAD?
THE UNIVERSITY OF CALGARY ANNOUNCES
THE INTERNATIONAL STUDENTSHIP GRANTS COMPETITION
FOR PROGRAMS ABROAD

- Successful applicants will receive grants of \$750+ depending on study abroad option.
- You must be a full-time undergraduate or graduate student at the University of Calgary, planning to study or acquire international experience.
- There are several competitions throughout the year for specific program sessions
- Guidelines and Application are available at www.ucalgary.ca/ic/students/grants . Please send inquiries to: intlstdt@ucalgary.ca.

Passports

- Please ensure that you have a passport that is good for at least six months past the date you will return to Canada – you could be denied boarding at the airport
- Ensure you apply for your passport in a timely fashion – it has taken up to four months to receive passports through the mail – apply in person at the Harry Hayes building or the building off campus along Crowchild Trail and 16th Ave.– complete the online application first to speed up your wait in line

Travel Visas*

- If your program requires a travel visa to enter any country, please ensure you have your passport at least three months prior to your program departure
- You will be contacted by our office on the visa application process

* This does not refer to a credit card but rather to documents allowing you to enter certain countries under certain conditions

Copies of Documents

- You will be asked to provide copies of documents to our office including passport, travel visas and proof of insurance
- These are kept in your confidential files and only used as appropriate for the program and registrations
- Please ensure all copies are provided at least two months prior to departure

Meeting Attendance

- Attendance at all meetings related to your program is mandatory
- Meetings will include academic and information sessions organized by your instructor
- There will be a Pre Departure Orientation Session organized by Group Study Programs to provide you with a standard briefing for your time abroad

Key Points to Remember

- Academic Approval
- Registration with GSP on line
- Pay your fees as directed
- Do not book air tickets until instructed
- Keep your email current
- Bring your copies to our office
- You are responsible to meet all payment and registration deadlines

Review of Student Costs

- Student Cost Summary: see separate documents

For More Information

- Visit the GSP website:
www.ucalgary.ca/cissa/studyabroad
- Contact our office (crdttrvl@ucalgary.ca)
- Course-specific information: contact [Aaron Williams](#)